



End of Year Processes for GT
Coordinators

2018 End of Year Training

Steps to Clean Up Infinite
Campus Records and
Submit End of Year
Reports

Kathie Anderson
Division of Learning Services

Table of Contents

IC RECORD CLEAN UP PROTOCOLS.....	3
RECORD CLEAN UP FOR GENERAL INTELLECTUAL ABILITY RECORDS.....	4
RECORD CLEAN UP FOR SPECIFIC ACADEMIC APTITUDE RECORDS	5
RECORD CLEAN UP FOR INVALID GT CATEGORY	6
End Dating Primary Talent Pool Records:.....	7
TROUBLESHOOTING PRIMARY TALENT POOL RECORDS:.....	7
Validating State and Local Data:	8
Generating the State Dataset.....	10
Generating the State Dataset.....	11
Retrieving the State Dataset	11
Troubleshooting Missing Student Records.....	13
Uploading documents to Secure File Server using Web Applications Login	14
Directions for Gifted and Talented Summative Evaluation Completion	16
Reports to be submitted for End of Year Reporting	26

IC RECORD CLEAN UP PROTOCOLS

In order to validate data for the purposes of public reporting, several processes are necessary to ensure that data located within the Kentucky Student Information System (KSIS), also known as Infinite Campus (IC), is correct at the end of the year.

- In order to ensure that all data is correct, it is necessary for EACH district to complete each of the processes located within this document.
- Step-by-step directions, along with screenshots, are provided to ensure uniformity of completion across the state.
- Additionally, state level checks will be performed to ensure that processes are completed in a timely fashion and accurately.

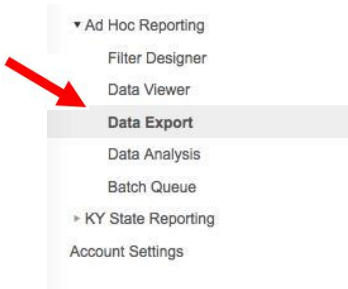
In order to complete the processes, it may be necessary to work alongside the district level [KSIS coordinator](#) to ensure that all rights are available to the GT coordinator. Many districts are cautious in giving rights to multiple sections of IC for a number of reasons. If some IC rights are not available to the GT coordinator, it will be necessary to work with the KSIS coordinator to complete the processes below.

IC rights required for data clean up:

- GT Data Entry Tab: Read and Write rights
- Enrollment Tab: Read Only rights required
- State Published ad-hoc filters: Ability to generate reports

Once all rights are secured, or a process has been determined to work with the KSIS coordinator, record clean up may begin.

Step 1: Log in to IC. Proceed to the Ad Hoc Reporting Section of IC. Click Data Export.

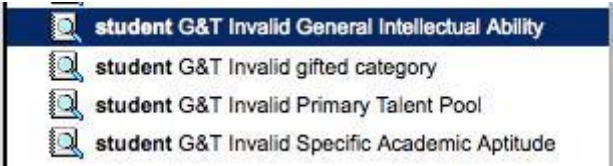


Step 2: Locate the State Published filters section of ad-hoc reporting.



The following Ad-hoc filters should appear in the State Published Section:

- Student G&T Invalid General Intellectual Ability
- Student G&T Invalid gifted category
- Student G&T Invalid Primary Talent Pool
- Student G&T Invalid Specific Academic Aptitude



NOTE: If filters are missing, please check with your district [KSIS contact](#) to ensure that all needed rights are in place.

RECORD CLEAN UP FOR GENERAL INTELLECTUAL ABILITY RECORDS

Select the Student G&T Invalid General Intellectual Ability filter. Ensure that all settings are clicked as indicated by the red arrows below. Once all settings are selected, click Export. (NOTE: Select the **current school year**.)

The screenshot shows the Infinite Campus State Edition Data Export Wizard. The 'Year' dropdown is set to 'XXXX'. The left sidebar shows the 'Data Export' menu item. The 'Saved Filter' list includes 'student G&T Invalid General Intellectual Ability'. The 'Pick an Export Format' section shows 'Delimited values (CSV)' selected. The 'Export' button is at the bottom right.

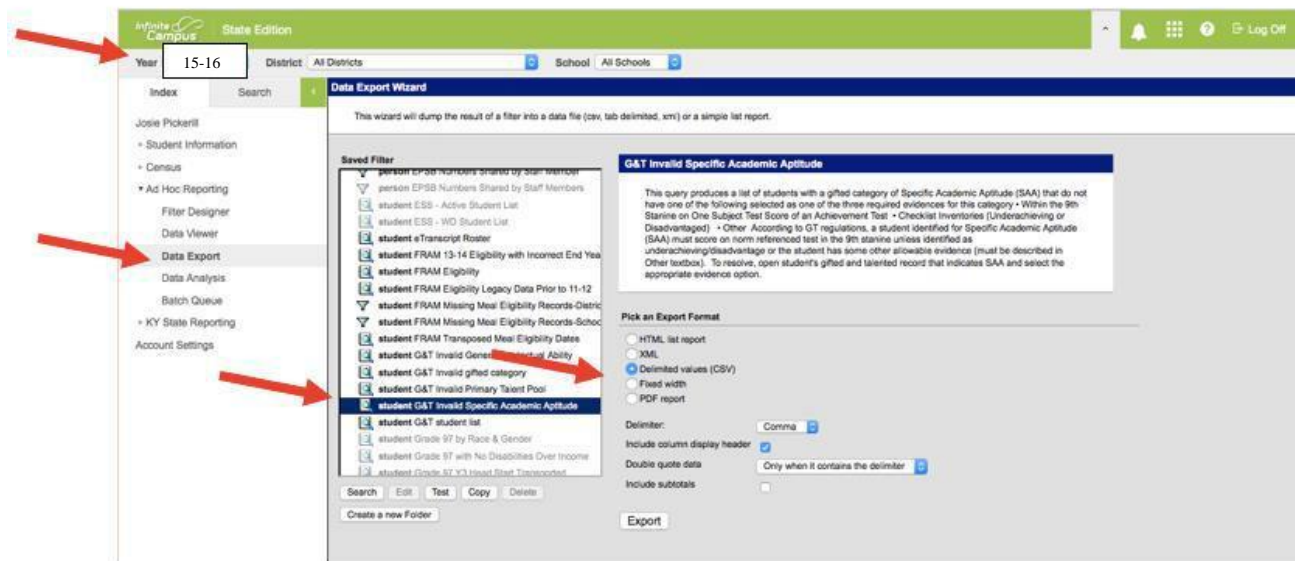
After clicking export, a spreadsheet will generate with any students for the district that have an invalid General Intellectual Ability (GIA) entry. Students marked as GIA must have one of the following criteria indicated by the red arrows below in order to be a valid entry:

The screenshot shows the 'General Intellectual Ability Evidence' form. The title is 'General Intellectual Ability Evidence: (At least 3 Evidence checkboxes must be selected)'. The form contains two columns of checkboxes. The 'Checklist Inventories (Underachieving or Disadvantaged)' checkbox is selected. The '9th Stanine on Comp. Test of Intellectual Ability' checkbox is selected. The 'Other, Specify' text field is empty.

- For each student listed on the spreadsheet, search for the student in the district's IC site.
- Once the student is found, proceed to his/her GIA GT record.
- Review the student's GT folder to determine the correct area to be marked.
- If the correct identification evidence is in the folder, select one of the evidences indicated by a red arrow above and click **SAVE**.
- NOTE: If evidences are not available to make a determination regarding the student's current placement, please select "OTHER, SPECIFY" and Type: **"Identification Evidences Not Located"**.
- Once this statement is added, click **SAVE**.
- Proceed through the student records for the district completing this process for each student record.
- Once each record is completed, generate the report again to ensure that all changes saved to the records.

RECORD CLEAN UP FOR SPECIFIC ACADEMIC APTITUDE RECORDS

Select the Student G&T Invalid Specific Academic Aptitude. Select the current school year. Ensure that all settings are checked as indicated by the red arrows below, then click Export.



After clicking export, a spreadsheet will generate with any students for the district that have an invalid Specific Academic Aptitude entry. Students marked as Specific Academic Aptitude must have one of the following criteria indicated by the red arrows below in order to be a valid entry.

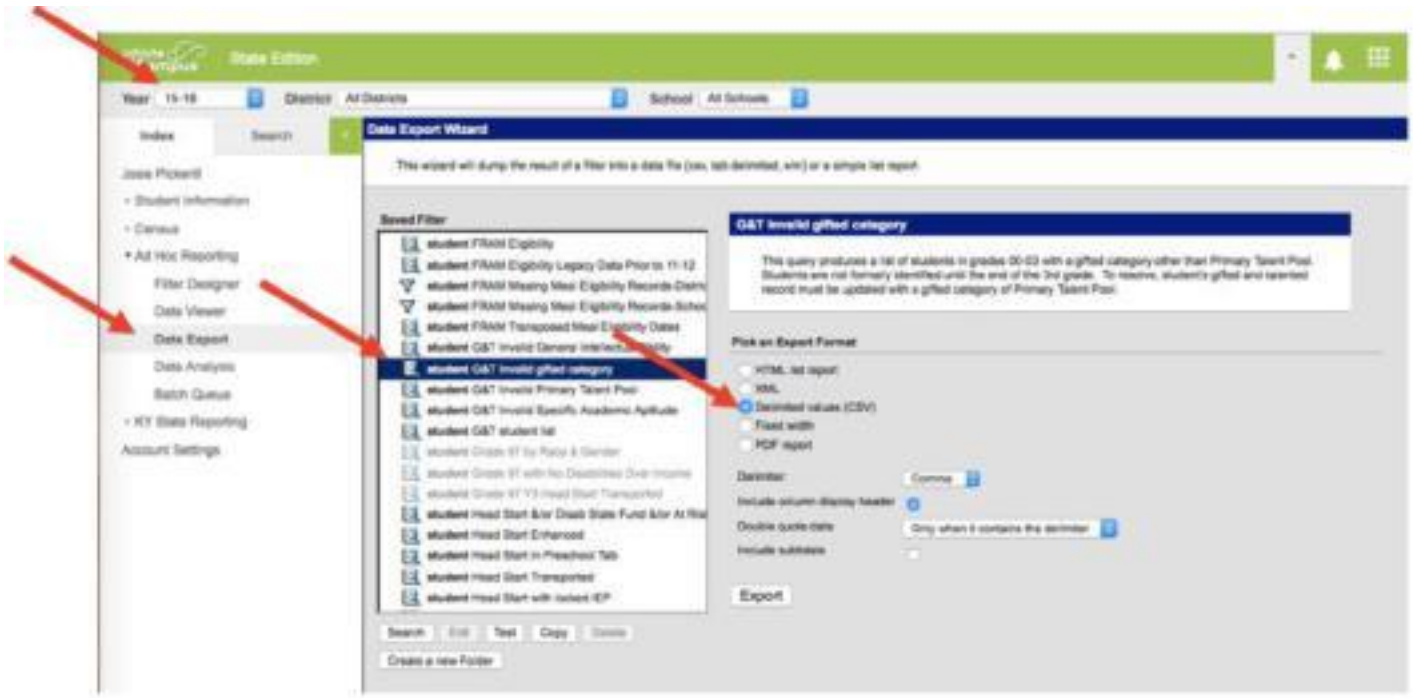
Specific Academic Aptitude Evidence:
(At least 3 Evidence checkboxes must be selected)

<input checked="" type="checkbox"/> Anecdotal Records	<input type="checkbox"/> Checklist Inventories
<input type="checkbox"/> Checklist Inventories (Underachieving or Disadvantaged)	<input type="checkbox"/> Collection of Evidence from Portfolios
<input type="checkbox"/> Within the 9th Stanine on One Subject Test Score of an Achievement Test	<input type="checkbox"/> Continuous Progress Data
<input type="checkbox"/> Formal Testing Data	<input checked="" type="checkbox"/> High performance on Test of Academic Achievement
<input checked="" type="checkbox"/> Informal Assessments	<input type="checkbox"/> Nominations-Peer
<input type="checkbox"/> Nominations-Self or Petition	<input type="checkbox"/> Off-level Testing
<input type="checkbox"/> Portfolio of High Academic Performance	<input type="checkbox"/> Primary Review Committee
<input type="checkbox"/> Referrals/Recommendations-Parent	<input type="checkbox"/> Referrals/Recommendations-Teacher
<input type="checkbox"/> Student Awards or Critiques	<input type="checkbox"/> Student Progress Data
<input type="checkbox"/> Other, Specify	

- For each student listed on the spreadsheet, search for the student in the district's IC site.
- Once the student is found, proceed to his/her invalid Specific Academic Aptitude GT record. GT area codes are listed for Specific Academic Aptitude Areas are:
 - 04- Language Arts
 - 05- Math
 - 06- Science
 - 07- Social Studies
- Review the student's GT folder to determine the correct area that must be marked.
- If the correct identification evidence is in the folder, select one of the evidences indicated by a red arrow above and click **SAVE**.
- NOTE: If evidences are not available to make a determination regarding the student's current placement, please select "OTHER, SPECIFY" and Type: **"Identification Evidences Not Located"**.
- Once this statement has been added, click **SAVE**.
- Proceed through the student records for the district completing this process for each student record.
- Once each record has been completed, generate the report again to ensure that all changes saved to the records.

RECORD CLEAN UP FOR INVALID GT CATEGORY

Select the Student G&T Invalid gifted category filter. Select the current year. Ensure that all settings are completed as indicated by the red arrows below, then click Export.



After clicking export, a spreadsheet will generate with any students for the district that have an invalid gifted category.

- In order to have a formally identified GT category, a student **MUST** be in grades 4-12 and have appropriate evidences marked for identification.
- Students generated on this report are currently in grades K-3, however have been given a formally identified GT Identification.
- In order to correct these records, the student's invalid record should be changed to a Primary Talent Pool record.
 - Create a corrected Primary Talent Pool Record.
 - The invalid GT Record must be end dated the current date. This record is out of compliance with the state regulation.

Once GIA and SAA data have been corrected for these GT areas, complete the *GT Validation form for Assessment Data* through Google docs: <https://goo.gl/forms/izNL2Ng02XUIUklx2>. **This needs to be completed by June 1st.**

Upon receipt of the state validation form and further correction of records, the district will then sign off on the assessment roster for students identified in GT areas. No new students will be able to be added to Kentucky Student Information Systems from the time the data is verified until after July 1st to ensure that all data is correct for reporting.

The chart below identifies reporting areas for student performance.

GT Identification Area	State Assessment Results to be reported
Specific Academic Aptitude- Language Arts	Reading and Language Arts
Specific Academic Aptitude- Math	Math
Specific Academic Aptitude- Science	Science
Specific Academic Aptitude- Social Studies	Social Studies

End Dating Primary Talent Pool Records:

Generate a district list of ALL students currently identified as primary talent pool. (Gifted Area #12 in IC.) Please end date each primary talent pool record for the anticipated exit date from grade 3. (Example, Susie is currently in Kindergarten. She is identified as Primary Talent Pool. Susie's record may be proactively end dated for her exit of Grade 3 06-30-2019.)

* To further expedite this process, when records are entered for students that qualify for Primary Talent Pool, an end date in the future will be added to indicate the date that the child will exit grade 3. The date to be added will be 06/30/XXXX with XXXX being the year the child exits grade 3.

Generate the G&T Invalid Primary Talent Pool Adhoc report. This report will list all students who are too old to be in PTP (5th -12th grades). Using the SSID listed on the report, find the student's GT record in IC and end date the student's PTP records using the estimated date the student exited 3rd grade. When all students on the list have been corrected, generate the list again to ensure there are no more records to be corrected.

TROUBLESHOOTING PRIMARY TALENT POOL RECORDS:

In isolated cases, some records may not contain evidences for identification or service options. These records were migrated over from prior student information systems that did not require such information. In the event that a record is discovered meeting this specific situation, follow the steps below. (Records meeting these criteria likely will only be records of students currently in high school.)

For records without evidences of service marked, attempt to locate the services that were provided and mark appropriately. If unable to locate mark "Resource Services, Appropriate Instructional Setting" and "Enrichment Services". Also add the following note in the "OTHER" box under the evidences: **Service delivery information not located at time of record correction.** CLICK SAVE.

Service Delivery Options:
(At least 2 Service Delivery Option checkboxes must be selected)

- ☐ Various Acceleration Options
 - ☐ Early Exit from Primary ☐ Grade Skipping ☐ Subject Area Higher Grade Level
 - ☐ Dual Enrollment Courses ☐ Dual Credit Courses ☐ Early Exit from High School
- ☐ Advanced Placement and Honors Courses
- ☐ Collaborative Teaching and Consultation Services
- ☐ Special Counseling Services
- ☐ Differentiated Study Experiences in the Classroom
 - ☐ Differentiated Individual Study ☐ Differentiated for Cluster Groups
- ☐ Distance Learning
 - ☐ KVHS Courses ☐ Video Courses ☐ Other Online Course
- ☐ Enrichment Services (School Day)
- ☐ Independent Study
- ☐ Mentorships
- ☐ Resource Services
 - ☐ Pull-out Setting ☐ Appropriate Instructional Setting ☐ Consortium
- ☐ Seminars
- ☐ Travel Study Options
- ☐ Special Schools (4-12)
- ☐ Self-Contained Classrooms (4-12)

Primary Talent Pool Evidence:
(At least 3 Evidence checkboxes must be selected)

<input type="checkbox"/> Available Formal Test Data	<input type="checkbox"/> Anecdotal Records
<input type="checkbox"/> Checklist Inventories of Behaviors Specific to Gifted Categories	<input type="checkbox"/> Collection of Evidence from Portfolios
<input type="checkbox"/> Continuous Progress Data	<input type="checkbox"/> Diagnostic Data (Screening Measure)
<input type="checkbox"/> Parent Interview or Questionnaire	<input type="checkbox"/> Petition System
<input type="checkbox"/> Primary Review Committee Recommendation	<input type="checkbox"/> Other, Specify <input type="text"/>

If evidences are unable to be located when correcting the record, please mark: “Continuous Progress Data”, “Primary Review Committee”, and “OTHER”, adding the note: **Unable to locate evidences to support identification at the time of record correction.** CLICK SAVE.

Validating State and Local Data:

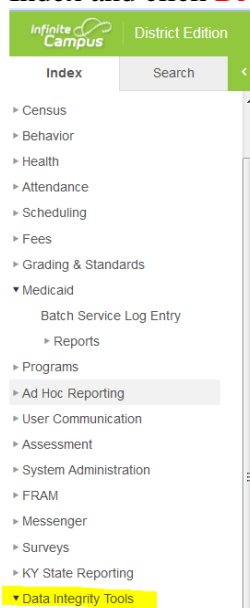
In order to ensure all GT data is correct for the program data in the School Report Card, districts must review and then validate their information is correct. In order to correct and update the following process must occur:

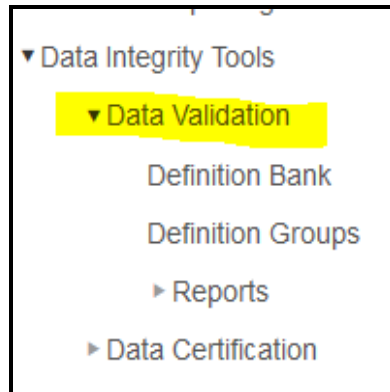
- Comparison between State and Local data sets
- If there are missing student records on the Local data set, student records must be located and then added or corrected, the GT Coordinator will complete the *State Validation of Gifted and Talented Records* form and upload it to the Secure File Server using the Web Applications Login site.

Steps for Validation:

Step 1: Log in to Infinite Campus (IC).

Step 2: Scroll down towards the bottom of the Index and click **DATA INTEGRITY TOOLS**.



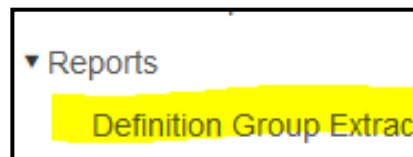


Step 3: Select Data Validation

Step 4: Select Reports



Step 5: Select Definition Group Extract



You will complete two extracts using this tool:

- A State Dataset
- A Local Dataset from your district

 A screenshot of the "Definition Group Extract" tool interface. At the top, there is a title bar "Definition Group Extract" and a descriptive paragraph: "The Definition Group Extract tool allows district users to select a validation group and report format to view and extract data. The Definition Group Extract also allows a district user to select the data source to view their data. A user can select their local data, or view their data in the state edition, via Batch Queue, to compare data in both editions." Below the text are three dropdown menus: "Data Validation Group" with "Select Group" selected, "Report Format" with "HTML" selected, and "Report Data Source" with "Local Dataset" selected. At the bottom right is a "Generate Report" button.

Generating the State Dataset

Please note - the State Dataset validation report will NOT be generated immediately:

- When generating the report, District Edition sends a request to State Edition for a state report of the data in your district.
- The report is sent back to the district in the State Report Output area once compiled; please remember to check the status periodically.

State Report Output

Show top 50 tasks submitted between 04/01/2016 and 04/08/2016

Batch Queue List			
Queued Time	Report Title	Status	Download
04/08/2016 09:50:09 AM	DataValidation - Run At State	Queued	

Definition Group Extract

The Definition Group Extract tool allows district users to select a validation group and report format to view their data. Definition Group Extract also allows a district user to select the data source to view their data. A user can view their data in the state edition, via Batch Queue, to compare data in both editions.

Data Validation Group
 Gifted and Talented Group

Group Name: Gifted and Talented Group

Description: This report will produce a list of Gifted and Talented students that are active in the district. The report will include a list of students by School, SSID, Grade, Name and Category. The report will also include rows for students that are gifted in multiple categories. Please compare this list to the list of students in the State Dataset and their categories. Gifted Categories: 01: Creative or Divergent Thinking, 02: Gifted Leadership Skills, 03: Psychosocial Leadership Skills, 04: Specific Academic Aptitude-Language Arts, 05: Specific Academic Aptitude-Mathematics, 06: Specific Academic Aptitude-Science, 07: Specific Academic Aptitude-Social Studies, 08: Specific Academic Aptitude-Arts, 09: Visual and Performing Arts-Dance, 10: Visual and Performing Arts-Music, 11: Visual and Performing Arts-Theater, 12: Primary Talent Pool. If you have questions please contact Kathy Anderson at kathie.anderson@education.ky.gov or 502-564-4970 x 4133. Thanks.

Definitions: Gifted and Talented Students with categories List of Gifted and Talented Students

Report Format
 CSV

Report Data Source
 State Dataset (Will be sent to batch queue)

State Report Output

Show top 50 tasks submitted between 04/01/2016 and 04/08/2016

Batch Queue List			
Queued Time	Report Title	Status	Download

Generating the State Dataset

Select these from the dropdown boxes:

- Gifted and Talented Group
- Report Format CSV
- State Dataset
- After making selections, click Generate Report.

Generating the State Dataset

- ▶ Please note - the State Dataset validation report will NOT be generated immediately:
 - When generating the report, District Edition sends a request to State Edition for a state report of the data in your district.
 - The report is sent back to the district in the State Report Output area once compiled; please remember to check the status periodically.

State Report Output

Refresh Show top 50 tasks submitted between 04/01/2016 and 04/08/2016

Batch Queue List			
Queued Time	Report Title	Status	Download
04/08/2016 09:50:09 AM	DataValidation - Run At State	Queued	

Retrieving the State Dataset

- Once completed, select *Get the report* under the Download column:

State Report Output

Refresh Show top 50 tasks submitted between 04/01/2016 and 04/08/2016

Batch Queue List			
Queued Time	Report Title	Status	Download
04/08/2016 09:50:09 AM	DataValidation - Run At State	Completed	Get the report

- Once you have generated the state dataset, you should save it as a Microsoft Excel file named State_GT_xx_xx (current school year).
- This will give you a list of ALL students in the district currently identified for gifted and talented services in State Edition of IC.

Gifted and Talented Students with categories						
School Name	SSID	Grade	First Name	Last Name	Category	Enrollment End Date

Generating the Local Dataset

Select these from the dropdown boxes

- **Gifted and Talented Group**
- Report Format **CSV**
- **Local Dataset**
- After making selections, click **Generate Report**.

Definition Group Extract

The Definition Group Extract tool allows district users to select a validation group. Definition Group Extract also allows a district user to select the data source to view their data in the state edition, via Batch Queue, to compare data in both.

Data Validation Group
Gifted and Talented Group

Group Name: Gifted and Talented Group

Description: This report will produce a list of Gifted and Talented students. The report will include a list of students by School, SSID, and their categories. Gifted Categories: 01: Creative or Psychosocial Leadership Skills, 04: Specific Academic Aptitude, 06: Specific Academic Aptitude-Science, 07: Specific Academic Aptitude-Arts, 09: Visual and Performing Arts-Dance, 10: Visual Arts-Music and 12: Primary Talent Pool. If you have questions, contact kathie.anderson@education.ky.gov or 502-564-4970 x. 1234.

Definitions: Gifted and Talented Students with categories List of Gifted and Talented Students

Report Format
CSV

Report Data Source
Local Dataset

Generate Report

Generating the Local Dataset

- Once you have generated the local dataset, you should save it as a Microsoft Excel file and title it **District_GT_xx_xx (current school year)**.
- This will give you a list of ALL students in the district currently identified for gifted and talented services.

Gifted and Talented Students with categories						
School Name	SSID	Grade	First Name	Last Name	Category	Enrollment End Date

Comparing the State and Local (district) Datasets

- ▶ Once both data sets are generated, you will examine the data sets to ensure a direct match.

- ▶ Guiding Questions

- Do you have the same number of records on each spreadsheet?
 - ✓ If not, what is different? You will want to make a list of ALL discrepancies.
- If records appear on district, but not state, run a manual sync at the district level (Talk to your KSIS Person)
- Check to ensure that all records for each student are present. If discrepancies are present, document those. If possible, attempt to transfer in the record that is missing from a prior district.
 - ✓ Example- (Students with multiple records will appear once for each record.)

State	District
Susie- 2	Susie- 2
Susie- 4	Susie- 4
Susie- 6	Susie- 6
Susie- 8	Susie- 8

Comparing the State and Local Datasets

- ▶ Once you have completed the validation process and corrected any errors:
 - If lists match, please complete the *State Validation Form for GT Data* and submit to KDE through Secure File Server using Web Applications Login **by June 1st.**
 - If the lists are different, first utilize the troubleshooting steps below. If the steps below do not correct the problem, contact Kathie Anderson at kathie.Anderson@education.ky.gov to determine next steps for troubleshooting.

Troubleshooting Missing Student Records

Option 1- If the student appears on state but not district list and has an end date, verify that the student has moved and make a note of the discrepancy on the bottom of the *State Validation of GT Records Verification* form. (You will still count the child on the state list, you may simply note the difference in numbers by adding an * next to the number and a note at the bottom.) **Note example: SSID 234567 appears on state list but not district list. This student moved out of the district on November 22nd.**

Option 2- Student appears on state list but not district list and DOES NOT have an end date. This student may be on the missing records report. Look at the child's record in IC. If he/she does not have a GT record for the district, attempt to import his/her record using the [Student Records Transfer Standard](#) from the prior district. If you are not successful in importing the record, look at the student's identification start date and compare it with the student's enrollment tab to determine the district where the record might be located. Contact the [GT Coordinator](#) in that district to verify they have the student's record. Request that the GT Coordinator either mail or email the IC record. If student information is emailed, for example through a screen shot, do not include personal identifiable information (PII) in the email. If after contacting the district and you still need assistance, contact me and I will send you steps to input the student's information into your local IC database. Also, request they **mail** the student's documentation and other GT information.

As stated earlier, some districts are reticent to give Enrollment Tab rights to all staff. You may need to work with your KSIS point of contact to determine where a student might have been identified in order to find the initial identification record.

Uploading documents to Secure File Server using Web Applications Login

- Go to [Web Application Login](#) page

Kentucky.gov KY Agencies | KY Services

Kentucky Department of Education
Our Children, Our Commonwealth

Web Applications Login

Home

Welcome!
Please use your user name and password.

Quick Links
Kentucky Department of Education
KDE Open House
School Report Card Archive
Kentucky Testing Reports
Technology Readiness Survey Reports

Registered Users
User Name:
Password:

If you do not have a KDE web user name, [click here](#) to register.

Before your third try, [click here](#) if you have forgotten your user name and/or password.

If you think your account has been disabled, or for technical support and content issues, please use our [KDE User Help System](#).

Security Disclaimer!
While we take every precaution to protect all information and data you share with us, there are ways you can protect yourself. Always keep your password to yourself and never allow anyone to log in under your user name and password. If you must leave your computer, be sure to save your work and log out of the system.

Copyright © 2017 Kentucky Department of Education Privacy | Disclaimer | Contact Us | Help

Logging in/Troubleshooting Web Application Login

- Type in your username and login
- If you do not have a username and login, you will need to register.
- If you are locked out, follow the directions on the web page.

Registered Users
User Name:
Password:

If you do not have a KDE web user name, [click here](#) to register.

Before your third try, [click here](#) if you have forgotten your user name and/or password.

If you think your account has been disabled, or for technical support and content issues, please use our [KDE User Help System](#).

To upload a document, click *Secure File and Transfer (G&T Coordinator upload)*. There must be only one GT Coordinator for the district and only this person should upload documents to the state.

The screenshot shows the 'Web Applications Login' page for the Kentucky Department of Education. The header includes the Kentucky.gov logo and the department's name with the tagline 'Our Children, Our Commonwealth'. The main content area is titled 'Applications' and lists three options: 'K KEPS', 'S Secure File Transfer (G&T Coordinator upload)', and 'U User Info Editor'. The user is logged in as 'KANDERSON1'. The footer contains copyright information for 2017 and links for Privacy, Disclaimer, Contact Us, and Help.

On the next webpage, click **Browse** and upload your document. NOTE: When saving documents, save the document with the district's full name in it to make it easier to recognize. Several district have similar names.

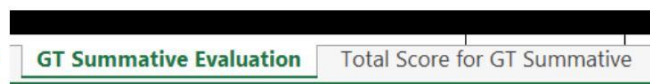
The screenshot shows the 'Gifted and Talented Coordinator – Secure File(s) Upload' page. It includes instructions for uploading a file, a list of steps (select location, double-click file name, click 'Upload Your File'), and a warning about file size and overwriting. At the bottom, there is a 'Browse...' button and an 'Upload Your File' button. The user is logged in as 'KANDERSON1'. The footer contains copyright information for 2017 and links for Privacy, Disclaimer, Contact Us, and Help.

This site only allows one upload at a time. After each upload, an email with your documents name and time stamp will be sent to me and to the state GT Consultant.

Directions for Gifted and Talented Summative Evaluation Completion

Open the summative evaluation in Microsoft Excel. If prompted, enable macros. Save the document as DistrictName_XXXX_GT_Summative. (*Note- many districts have very similar names, please name your district the full name (example: Russell_County_XXXX_GT_Summative; Russell_Ind_2016_GT_Summative; Russelville_Ind_XXXX_GT_Summative)

Start on this tab of the document.



District Data: Complete all items at the top of the document.

Total # of GT certified teachers in district= teachers that are GT certified and working with GT students.

Kentucky Department of Education	
Gifted and Talented (GT) Summative Evaluation	
District Name	
Superintendent Name:	
Superintendent Email Address:	
GT Coordinator for District (names):	
GT Coordinator Email Address:	
Total # of GT Certified Teachers in District=	

Section 1: Utilize the previous school year's School Report Card on KDE website to fill in the total number of students per group. Percentages will calculate automatically. Use your current school year's GT data to complete "GT Numbers".

Utilize School Report Card Data from Prior School Year				
Student Data	Total District Population	Percentage of District Population	GT Numbers	Percent of GT Population
Number of Students K-12		#DIV/0!		#DIV/0!
African American or Black Students		#DIV/0!		#DIV/0!
Hispanic Students		#DIV/0!		#DIV/0!
Asian Students		#DIV/0!		#DIV/0!
White Students (Not Hispanic)		#DIV/0!		#DIV/0!
American Indian of Alaska Native		#DIV/0!		#DIV/0!
Native Hawaiian or Other Pacific Islander		#DIV/0!		#DIV/0!
Two or more races		#DIV/0!		#DIV/0!
Students with an IEP		#DIV/0!		#DIV/0!
English Language Learners		#DIV/0!		#DIV/0!
Free and Reduced lunch participants		#DIV/0!		#DIV/0!
Primary Students		#DIV/0!		#DIV/0!
Percentage of Primary Students Identified for Primary Talent Pool:		#DIV/0!		
	Total GT Students	Total Number of GT Certified Teachers	Ratio of GT students to GT Teachers	
Ratio of GT students to GT Certified Teachers	0	0	#DIV/0!	

Section 2:

Scoring Information: Districts will score themselves by providing a score and justification for each question in this section. Please review the scoring criteria for each question as identified below. **Scoring varies among the sections requiring attention to the scoring protocol for each section.** In this section, indicators 2.A-2.D.5 and 2.E require a score. Districts are awarded 3, 2, 1, or 0 points. Provide details that will support the rating for each question within this section. Section 2 deals with the identification policies and procedures for the district. The copy and paste of district policy is not necessary. Please simply provide evidence that will justify the score assigned for each indicator within the section.

Section 2: Identification				
For the following questions, please score the district utilizing the following scoring criteria.				
Scoring Criteria for Sections II-VIII. Districts will be assigned a total score based on the information collected. Excellent= 90-100 Good= 70-89 Fair= 50-69 Need Improvement= 0-49	Strong= 3	Moderate = 2	Weak = 1	Incomplete= 0
	* Clear ideas with sufficient support	* Ideas broad with some support	* Ideas unclear with little support	* Not addressed
	* Relevant details	* Details are relevant but not sufficient.	* Lacks relevant details	* Not in place

2.A	The district has a comprehensive screening process for GT programming grades 4-12:		
Evidence:			
2.B	The district provides a diagnostic screening and identification of strengths, gifted behaviors and talents which provides for equal access for ALL students including; minority, disadvantaged, and exceptional students		
Evidence:			
2.C	The district has a comprehensive process in place for the identification of Primary Talent Pool participants.		
Evidence:			
2.D. 1	The district has a comprehensive identification process for Creativity.		
Evidence:			
2.D. 2	The district has a comprehensive identification process for General Intellectual.		
Evidence:			
2.D. 3	The district has a comprehensive identification process for Leadership.		
Evidence:			

In this portion of Section 2, utilize the current year's GT data to report the number of identifications for each area. Simply enter the total number of students for each area of identification. The percent will calculate automatically.

Number of Students identified in each area:	Total Number of Students	Percent of Total Gifted Population
Creativity		#VALUE!
Leadership		#VALUE!
General Intellectual Ability		#VALUE!
SAA: Language Arts		#VALUE!
SAA: Math		#VALUE!
SAA: Science		#VALUE!
SAA: Social Studies		#VALUE!
VPA: Art		#VALUE!
VPA: Music		#VALUE!
VPA: Dance		#VALUE!
VPA: Drama		#VALUE!

Section 3:

In this section of the summative evaluation, the scoring is 3 for a Yes answer, or a 0 for a no answer. The scores for this section may only be 3 or 0. Answer each question by scoring the “district score” box for each indicator. Additionally, supply the justification for the score in the box below the indicator.

Section 3: Assessment of GT Students

For the following questions, please score the district utilizing the following scoring criteria.

Scoring Criteria for Sections II-VIII. Districts will be assigned a total score based on the information collected.

Excellent= 90-100

Good= 70-89

Fair= 50-69

Need Improvement= 0-49

Yes- 3

* Clear ideas with sufficient support

* Relevant details

No- 0

* Ideas broad with some support

* Details are relevant but not sufficient.

District Score

3.A

Does the Assessment Tool for **General Intellectual Ability** meet the regulatory requirement?

Identify the Assessment for General Intellectual Ability:

3.B

Does the Assessment Tool for each **Specific Academic Area** meet the regulatory requirement?

Identify the Assessment used for each area of **Specific Academic Aptitude** (Language Arts, Math, Science, Social Studies)

3.C

Does the district have a comprehensive system for identification of students with special considerations. (Exceptional, Disadvantaged, Underachieving, etc.)

Describe:

3.D

Does the district report GT progress to parents each semester for identified students?

Section 4- for this portion of the evaluation, the scores are Yes- 4, No-0. Please note that scores for this section may only be 4 or 0. Please provide needed justification below each indicator.

Section 4: GT Program Evaluation

For the following questions, please score the district utilizing the following scoring criteria.

		Yes- 4	No- 0	
		* Clear ideas with sufficient support * Relevant details	* Ideas broad with some support * Details are relevant but not sufficient.	
				District Score
4.A	Does the district ANNUALLY evaluate the GT Program in the District?			
Describe:				
4.B	Does the district collect attitudes about the GT program from parents annually?			
Describe:				
4.C	Does the district collect attitudes about the GT program from students annually?			
Describe:				
4.D	Does the district collect attitudes about the GT program from teachers annually?			
Describe:				
4.E	Does the district involve the community in GT programming?			

Section 5:

The scoring for this section is based on a rubric scale. Seen below. Be mindful that the scoring for the district score boxes may only be 6, 3, 1, or 0. Score each indicator identified providing evidence in the description box below the indicator.

Section 5: Services				
For the following questions, please score the district utilizing the following scoring criteria.				
	Strong= 6	Moderate = 3	Weak = 1	Incomplete= 0
	* Clear ideas with sufficient support	* Ideas broad with some support	* Ideas unclear with little support	* Not addressed
	* Relevant details	* Details are relevant but not sufficient.	* Lacks relevant details	* Not in place
	District Score			
5.A	The district has in place a clear process for collecting parent information regarding student interests, needs, and abilities.			
Describe:				
5.B	The district has a process for parents to request a change in services; parents are made of this process annually.			
Describe:				
5.C	The district allocates appropriate time for services to student based on interests, needs and abilities.			
Describe:				
5.D	The district has an evaluation process to determine the success of individual students .			
Describe:				
5.E	The district has multiple examples of successful service initiatives for gifted students.			

Section 6:

The scoring for this section is yes-3, no- 0. Review each indicator and assign an appropriate score. 6.A and 6.B are the only 2 question score in the Budget section. The section to calculate the allocation and district supplementation will allow districts the ability to document the budgetary needs of gifted and talented. This component is a tool to facilitate budget conversations at the district level related to gifted and talented funding.

Section 6: Budget			
For the following questions, please score the district utilizing the following scoring criteria.			
		Yes- 3	No- 0
		* Clear ideas with sufficient support	* Ideas broad with some support
		* Relevant details	* Details are relevant but not sufficient.
		District Score	KDE Review Score
6.A	The district utilized the entire gifted and talented allocation during the current school year.		
Describe funding uses:			
6.B	The district utilized 75% of the allocation to hire properly certified staff to provide direct instruction.		
Staff paid with allocation:			
Total District Allocation Gifted and Talented Allocation			
Amount of District Allocation Required to be spent on staffing.		\$	-
Does the district supplement gifted and talented funding? If so, identify the amount here.			
Total spending on Gifted and Talented Programming by district.		\$	-
		District Score	KDE Review Score
Total Score for Section 6		0	0

Section 7 Personnel-

Scoring for this section is Yes-3, No-0. Review each indicator and answer each question by placing the score within the district score box. Provide details relative to each indicator and supporting each score.

Section 7: Personnel			
For the following questions, please score the district utilizing the following scoring criteria.			
		Yes- 3 * Clear ideas with sufficient support * Relevant details	No- 0 * Ideas broad with some support * Details are relevant but not sufficient.
		District Score	
7.A.	The district provides training related to the interests, needs and abilities of GT students for ALL teachers that are not GT certified/endorsed.		
Explain:			
7.B.	GT certified/endorsed staff members participate in annual professional development related to GT students.		
Explain:			
		District Score	
Total Score for Section 7		0	

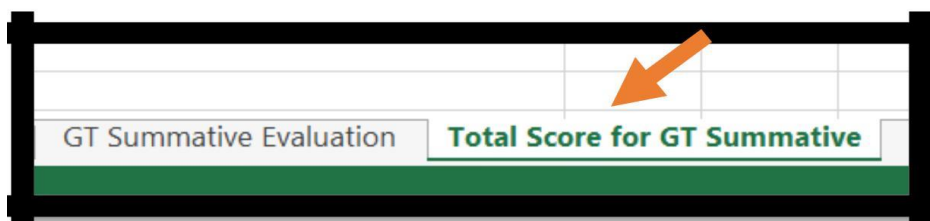
Section 8- Grievance

Scoring for this section- Yes-2, No-0. For each indicator, assign a score in the district score box. Provide evidence to meet the assigned score. Please post a link to your district grievance in the box for indicator 8.B. If the district utilizes the KSBA grievance policy for gifted and talented, please note that in 8.A. A district should not utilize the KSBA policy for gifted and talented and adopt an additional grievance policy through GT policy and procedures.

Section 8: Grievance			
For the following questions, please score the district utilizing the following scoring criteria.			
		Yes- 2 Fully Implemented	No- 0 Partial or inadequate implementation
		District Score	
8.A.	Grievance policy meets identified regulatory language.		
Explain:			
8.B.	Grievance policy is posted in a manner that parents, teachers and students can access the policy for review. (Example: School Webpage)		
Explain:			
		District Score	
Total Score for Section 8		0	

Upon completion and review of sections 1-8 of the district scoring and response information. Select the tab identified below. This page will show the scores for each section from the district scoring section on a single document.

Total Score for GT Summative Page: This page collects and summarizes the total score for each section. District personnel should review each score to ensure that the score matches the score on the GT Summative Evaluation page. If errors are identified, please correct the document. The district score will be calculated for the assignment of a program rating.



Kentucky Department of Education	
Gifted and Talented Summative Evaluation	
District Name	0
Superintendent Name:	0
Superintendent Email Address:	0
GT Coordinator for District (names):	0
GT Coordinator Email Address:	0
Total # of GT Certified Teachers in District=	0
	District Score
Total Score for Section 2	0
	District Score
Total Score for Section 3	0
	District Score
Total Score for Section 4	0
	District Score
Total Score for Section 5	0
	District Score
Total Score for Section 6	0
	District Score
Total Score for Section 7	0
	District Score
Total Score for Section 8	0
	District Score
Total Summative Review Score	0
Date submitted and reviewed by Kentucky Department of Education	

Scoring Criteria for Sections II-VIII. Districts will be assigned a total score based on the information collected.

Excellent= 90-100
 Good= 70-89
 Fair= 50-69
 Need Improvement= 0-49

Summative evaluations should be submitted through the secure file pathway to Kentucky Department of Education. All Summative Evaluations are due no later than May 1st of the current school year. If questions occur, please contact kathie.anderson@education.ky.gov.

Reports to be submitted for End of Year Reporting

Three reports will be submitted to the State. One is a Google form and the other two will be uploaded using the Web Applications Login.

The three reports are:

- KPREP Validation Google Form – link = <https://goo.gl/forms/izNL2Ng02XUIUklx2>
- Validation of all GT Records for School Report Card
- Summative Evaluation

Upload the Summative Evaluation and Validation of all GT Records using the [Web Applications Login](#)..

Responses to KPREP Validation Form will be recorded on a spreadsheet within state consultant Google drive.

Sample Reports are attached on the last few pages of this document.

All forms must be **completed by June 1st** in order to give the State GT consultant time to review before the end of the school year in case there are questions before many staff are unavailable due to summer vacation.

GT Validation Report for Assessment Data

All data cleanup must be completed no later than April 15. Each report must be completed in order to ensure accurate reporting for the State Report Card. In order to be complete the adhoc filter must be run against the current school year and yield no results. Please TYPE your initials in the text box to confirm completion of this task.

* Required

1. Email address *

2. District *

3. GT Coordinator Name *

4. GT Coordinator email address *

5. Kentucky Student Information Systems (KSIS) Contact *

6. KSIS contact email address *

7. The Invalid Specific Area Aptitude Report is complete for the district and has no remaining errors (initial below). *

8. The Invalid General Intellectual Ability Report is complete for the district and has no remaining errors (initial below). *

9. The Invalid GT Category Report is complete for the district and has no remaining errors (initial below). *

10. The Primary Talent Pool Report is complete for the district and has no remaining errors. (initial below). *

11. As GT Coordinator, I verify that each of the reports above has been completed as directed in the training documents provided. (TYPE NAME BELOW) *

12. *

Example: December 15, 2012 11:03 AM

Kentucky Department of Education

State Validation of Gifted and Talented Records

District Name: _____

Superintendent Name: _____

GT Coordinator: _____

GT Coordinator's email address: _____

KSIS Coordinator Name: _____

KSIS Coordinator email address: _____

This document certifies that the district has completed the protocol for gifted and talented record check. On the date of signature below, the district gifted and talented report matches exactly the state gifted and talented report. Below I have completed the chart with an aggregate count of students from the district and state reports. I understand that this data and the numbers presented will be used for public data reporting of gifted and talented numbers and academic performance in the School Report Card.

	# of individual students listed on the <u>STATE</u> report	# of individual students listed on the <u>DISTRICT</u> report
(01) Creative or Divergent Thinking		
(02) General Intellectual Ability		
(03) Leadership		
(04) SAA- Language Arts		
(05) SAA- Math		
(06) SAA- Science		
(07) SAA Social Studies		
(08) VPA- Art		
(09) VPA- Dance		
(10) VPA- Drama		
(11) VPA- Music		
(12) Primary Talent Pool		
Total Number of Identified STUDENTS (Count each student only once)		

District Gifted and Talented Coordinator's Signature _____

Date _____

Due Date: May 1st- This document must be scanned and will be uploaded through the [Web Applications Login](#).